

Approval Process for New Commercial Uses



Series A Site Plan Review

- Required for all new construction and additions, for uses requiring a Special Use Permit, and site plan alterations
- Conducted by Planning Commission
- Typically a 2-3 month process

Series A Review Process

- Step 1 : Attend Pre-Development Meeting
- Step 2 : Submit Application & Site Plan
- Step 3: Attend 1st Planning Commission Meeting
- Step 4: Publish Legal Notice For Public Hearing
- Step 5: Hold Public Hearing Before Planning Commission
- Step 6: Vote of Approval

Series A Site Plan Review Exemption

- Permitted uses, not involving new construction or additions
- Conducted by Planning Dept. & Building Official
- Typically a 1-2 week process

Exception Process

- Step 1: Attend Pre-Development
- Step 2: Submit any relevant materials
- Step 3: Staff issues Exception approval letter

Pre-Development Meetings

- Personalized 30 min. Pre-Development Consultation with Planning, Building, Engineering, Economic Development and Corporation Counsel
- A clear understanding of what permits or planning/zoning approvals, stormwater and landscaping features, and water/sewer requirements will be required
- Helps avoid delays in obtaining necessary permits or unneeded design expenses.
- To schedule a meeting, please contact the Department of Planning, Housing & Community Development at 772-7028.